

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LIBRARY SERVICES ASSISTANT

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future paraprofessional library services assistant work, as defined in Section 111.81 (15) Wis. Stats., statewide.

B. Inclusions

This series encompasses clerical support paraprofessional positions located within the University of Wisconsin System campus libraries, state institutions and other state agencies such as the Department of Public Instruction. Positions allocated to this classification are responsible for providing support to professional librarians by performing activities such as limited reference and cataloging services; assisting library patrons in the use of services available, i.e., indexes and special collections; operating the On-line Computer Library Center (OCLC); conducting bibliographic searches; preparing catalog cards and authority cards for entries not established; supervising circulation desks; and performing interlibrary loan tasks or spending the majority of their time acting as the coordinator of circulation services and/or security of library materials and/or equipment in the absence of supervisory authority to include overseeing the schedule and performance of students and classified staff and rescheduling to meet workflow needs in the circulation department.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which are classified as professional librarians.
2. Positions which are more appropriately identified by other classification specifications.
3. Supervisory, confidential, or management positions as identified in 111.81, Stats.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competitive examination. Progression to the senior level will be by reclassification. Progression to the advanced level may be by reclassification when the higher level work is assigned in a logical and gradual manner. Additionally, positions at the advanced level may be filled through a competitive process. In all cases, movement through the series will be based on adherence to performance standards as determined by the employer.

II. DEFINITIONS

LIBRARY SERVICES ASSISTANT

This is clerical support library services assistant work. The work is performed under close progressing to limited supervision.

Examples of work performed:

- * Perform copy cataloging using Library of Congress records from an international data base.
- * Record the receipt of current serials and periodicals.
- * Assist patrons in the location of holdings.
- * Assist patrons in the use of the on-line system, how to find materials, and special materials.
- * Verify and provide bibliographic data from library reference source for interlibrary loan requests.
- * Collect, prepare and compile monthly statistics of government documents and specialized materials.
- * Identify errors on book requests; duplicate orders; provide correct bibliographic data for book orders.
- * Process and generate daily overdue notices; contact individuals to remind them of overdue status.
- * Maintain search files to locate missing books. Review all search cards for bibliographic accuracy. Direct searches, notify acquisitions when books cannot be located, notify patrons of status of search.
- * Assist patrons in basic searches of the library/media data base and in the use of audiovisual equipment and microcomputers.
- * Provide base orientation to library services, catalogs and resources. Assist in the training of students on UW System campuses.
- * Put on spine labels, pockets, bar codes, library identification stamps and perform other activities needed to prepare materials for shelving and eventual circulation.
- * Prepare library materials for technical processing and cataloging.
- * Maintain records associated with items sent for cataloging.
- * Catalog thesis by creating new records in OCLC based on a template.
- * Check materials in or out, maintain circulation records, shelve materials, and place library materials on reserve.
- * Oversee prison library clerks in the absence of higher level library staff.
- * Solve basic procedural problems referring to existing policies and procedures.

LIBRARY SERVICES ASSISTANT - SENIOR

This is senior level work for positions which perform library services assistant work. The work at this level is performed under general supervision and employees in this classification level are given the latitude to make decisions which require significant knowledge of library operations and services. In addition to the activities performed at the lower level, employees may perform the following.

Examples of work performed:

- * Perform copy cataloging in a variety of formats and languages using records created by libraries other than Library of Congress.
- * Under supervision, assign LC call numbers.
- * Compile, monitor and prepare a public services and serials statistical reports on a weekly basis. Claim missed and overdue materials and contact publishers, vendors and outside service providers regarding problems.

- * Process invoices for payment.
- * Independently perform copy cataloging and resolve conflicts in title forms in the selection of copy for cataloging.
- * Initiate and process claims for missing documents.
- * Function as liaison with publishers, vendors, outside service providers and administrative offices service supervisors when problems occur with invoices. Request permission to return materials.
- * Input invoices on automated systems matching the correct order record with books as added volumes are received. Input credit information into automated system.
- * Select materials for binding, process materials and receive materials.
- * Make recommendations to the librarian for selection of materials for the collection, i.e. reference or IMC.
- * Prepare interlibrary loan requests for electronic transmission.
- * Search WISCAT and other bibliographic databases to verify interlibrary loan requests.
- * Monitor circulation functions in institution libraries.
- * Assist library patrons in the use of reference materials in print and CD ROM format.
- * Maintain the circulation process at the Reference and Loan Library.
- * Order, receive, and keep budget and collection development statistics for all types of materials purchased for the Reference and Loan Library Collection.

LIBRARY SERVICES ASSISTANT - ADVANCED/LEAD

This is the advanced level for positions which perform library services assistant work. Positions allocated to this classification are (1) responsible for the performance of tasks identified as professional library functions for a significant amount, but less than a majority, of time or (2) function, for a majority of the time, as a coordinator of circulation and/or security of library materials primarily during evening and weekend hours in the absence of supervisory authority. The work performed requires extensive knowledge and experience in library practices and procedures and the incumbents function with a significant degree of independence in all aspects of decision making and problem solving. Positions at this level may also function as leadworkers over permanently assigned classified Library Services Assistants. The work is performed under general supervision.

Examples of work performed:

Advanced

- * Review and correct authority records that are up-linked into local database.
- * Provide documents reference and reader advisor service using various paper and electronic resources, i.e. CD-ROM.
- * Maintain bibliographic record of department's holdings including State, Federal, agricultural publications, maps and all other materials received in the collection.
- * Provide reference service to faculty, staff, students, community users, and agency staff. Provide basic information/instruction about library services and location of materials.
- * Coordinate subunits in libraries, i.e. reserve book room, periodical room, bindery operations, etc.
- * Create original cataloging records for materials in a variety of formats and languages.
- * Assign call numbers and/or subject headings to cataloging records lacking one or both.
- * Resolve complex cataloging problems.
- * Serve as a resource person or trainer for a functional area or program.

- * Provide reference, acquisition, and government services in the interlibrary loan process.

Coordinator of Services

- * Oversee the functioning and security (liaison for the security of the library materials and/or equipment).
- * Provide circulation services primarily during evening and weekend hours.
- * Provide training to student employees and other staff regarding circulation policies and procedures.
- * Interact with library users when policy exceptions may be necessitated.
- * Determine building access when policy exceptions are necessary.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was modified effective January 7, 1996 by combining the Library Services Assistant classification specification series with the Library Services Coordinator classification specification. There are no changes to the allocation patterns which were identified in the former two separate classification specifications. The effect of this combining of the two classes is to abolish the Library Services Coordinator class and identify that allocation of positions to the Library Services Assistant - Advanced/Lead level.

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Created 3/94
Modified 1/96
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